



ADMINISTRATIVE SERVICES CREDENTIAL FOR ADMINISTRATORS PREPARED IN CALIFORNIA

California has a two-tier credential structure. A five-year preliminary credential is the first credential issued after an individual meets basic credential requirements. A professional clear credential is issued when all credential requirements have been completed.

The Administrative Services Credential authorizes the holder to provide the following services in grades 12 and below, including preschool, and in classes organized primarily for adults:

- Develop, coordinate, and assess instructional programs
- Evaluate certificated and classified personnel
- Provide students' discipline, including but not limited to suspension and expulsion
- Provide certificated and classified employees discipline, including but not limited to suspension, dismissal, and reinstatement
- Supervise certificated and classified personnel
- Manage school site, district, or county level fiscal services
- Recruit, employ, and assign certificated and classified personnel
- Develop, coordinate, and supervise student support services, including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services

An individual **must** hold an Administrative Services Credential to provide the following services in grades preschool, K-12 and adults:

- Evaluate the quality and effectiveness of instructional services at the school site level
- Evaluate of certificated personnel employed at the school site level, with the exception of the site administrator
- Student and employee discipline services of certificated personnel at the school site level

Requirements for the Preliminary Credential

Individuals must satisfy **all** the following requirements:

1. Possess **one** of the following:
 - a. a valid California teaching credential requiring a baccalaureate degree and a program of professional preparation, including student teaching
 - b. a valid California Designated Subjects Teaching Credential provided the applicant also possesses a baccalaureate degree
 - c. a valid California services credential in Pupil Personnel Services, Health Services, Library Media Teacher Services, or Clinical or Rehabilitative Services requiring a baccalaureate degree and a program of professional preparation, including field practice or the equivalent
2. Complete **one** of the following:
 - a. a Commission-approved program of specialized and professional preparation in administrative services which results in the formal recommendation of the program sponsor
 - b. a one-year administrative services internship consisting of supervised in-service training taken through a California college or university with an approved internship program and obtain the recommendation of a California college or university with a Commission-approved program
 - c. achieve a passing score of 173 on the School Leaders Licensure Assessment (SLLA) examination administered by Educational Testing Service (ETS). (For more information about test content and test dates, please see the ETS web site at www.ets.org/sls/slsaboutslla.html.) Individuals who pass the SLLA may apply directly to the Commission for the credential. Please include an original score report showing passage of the examination.

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3. Pass the California Basic Educational Skills Test (CBEST) (For more information, contact the CBEST Program, National Evaluation Systems, Inc., P.O. Box 340880, Sacramento, CA. 94834-0880, 916-928-4001, 800-262-5080, or visit their website at www.cbest.nesinc.com.)
4. Complete a minimum of three years of successful, full-time experience in public schools, nonpublic schools, or private schools of equivalent status (This experience may be teaching, pupil personnel work, librarianship, health services, or clinical or rehabilitative services. "Full-time service" means service for at least a minimum day for three-fourths of the total days in the school year. Substitute or part-time service does not apply.)
5. Verify employment in an administrative position on [form CL-777](#) (An individual who has completed requirements 1–4 above but does not have an offer of employment in an administrative position may apply for a Certificate of Eligibility, which verifies completion of all requirements for the preliminary credential and authorizes the holder to seek employment as an administrator.)

Term of the Preliminary Credential

The preliminary credential is valid five years from the date of issuance. However, the Administrative Services Credential is limited by the expiration date of the prerequisite credential. It will expire with and may be renewed with the prerequisite credential during the preliminary period. By the end of the five-year preliminary period, the holder must meet the requirements for the professional clear credential.

Requirements for the Professional Clear Credential

Individuals must satisfy **all** of the following requirements:

1. Possess a valid Preliminary Administrative Services Credential
2. Verify a minimum of two years of successful experience in a full-time administrative position in a California public school, nonpublic school, or private school of equivalent status, while holding the Preliminary Administrative Services Credential
3. Complete **one** of the following:
 - a. obtain the recommendation of a Commission-approved program verifying completion of an individualized program of advanced preparation designed in cooperation with your employer and the program sponsor
 - b. complete a State Board of Education-approved AB 75 Principal Training Program. Verification of program completion (Modules 1, 2 and 3) must be submitted with the individual's direct application to the Commission. (Information on the Principal Training Program, including approved programs and providers, may be accessed through the California Department of Education's web site at www.cde.ca.gov.)
 - c. meet Mastery of Fieldwork Performance Standards through a Commission-approved program. Colleges and universities with approved programs leading to a Professional Clear Administrative Services Credential may offer a streamlined assessment option to candidates to allow candidates to forego the course work component of the program and allow them to demonstrate their knowledge, skills and abilities through the assessment component of the program. The assessment must result in formal recommendation for the credential and the application for the credential based on this evaluation must be submitted by the college or university that conducted the evaluation
 - d. complete a Commission-approved alternative program based on Commission-adopted guidelines resulting in a formal recommendation from the program sponsor. The application must be submitted by the program sponsor via the online application submission process
 - e. complete a Commission-approved performance assessment, when available

Term of the Professional Clear Credential

The professional clear credential is renewable upon completion of professional growth and service requirements as specified in the Professional Growth Manual for Teaching and Services Credentials. The term may be limited to expire with the prerequisite credential. The term may not exceed five calendar years.

Reference: Title 5, California Code of Regulations 80054

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Appeal for Extension

The holder of a Preliminary Administrative Services Credential who needs additional time to complete AB 75 Principal Training Program requirements may be issued a two-year extension upon submission of an application ([form 41-4](#)) marked clearly as an appeal, the full application [processing fee](#), and a letter on official letterhead from the AB 75 Principal Training Program provider verifying enrollment.

Individuals not enrolled in an AB 75 Principal Training Program who need additional time to complete program requirements for any of the remaining options outlined above may request a one-year extension upon submission of an application ([form 41-4](#)) marked clearly as an appeal, the full application [processing fee](#), and a letter on official letterhead from the program provider verifying enrollment.

[Click here for Professional Preparation Programs for Administrative Services Credentials](#) **or visit the Commission's website at www.ctc.ca.gov**